

**CONNECTICUT OFFICE OF THE ARTS**

**FY2019**

**SUPPORTING ARTS GRANTS**

**- PROGRAM GUIDELINES -**

The Connecticut Office of the Arts (COA) is the State Arts Agency (SAA) within the Department of Economic and Community Development for the State of Connecticut. Initially founded as the Commission on the Arts in 1965, the state arts office directly serves arts organizations, artists, schools, municipalities, college and universities and non-profits conducting arts programming across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA).

## Vision Statement

Inspire. Empower. Educate. Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all forms are embedded in everyday life.

## Mission Statement

The Connecticut Office of the Arts animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.

## READI Framework

The Connecticut Office of the Arts will insist upon using the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions within the framework of artistic excellence\*.

*Please see our Equity, Inclusion and Access Statement on Page 3.*

## Artistic Excellence

\*We acknowledge that artist excellence and merit are very hard to define, so in lieu of a static definition, we are leaning on resources from the field to guide our interpretation of what artistic excellence means. Here are two of the resources we go back to when grappling with what artistic excellence means.

- [“Divining ‘Artistic Excellence’”](#) by Lynne Conner
- The National Endowment for the Arts’ Art Works grant review [guidelines](#).

## Equity, Inclusion and Access Statement

Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns, and cities. We acknowledge that there is much work to do in this area. We are committed to supporting and fully engaging diverse members of our communities in arts policy, practice, and decision making. Continually changing demographics invite opportunity for responsible and responsive social change by attracting new perspectives that connect minds to a vision and hands to a purpose through the arts.

The Connecticut Office of the Arts will insist upon using the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions within the framework of artistic excellence\*.\*

Here are our definitions of what that means to us:

**Relevance:** Meaningful or purposeful connection to one's aspirations, interests, or experiences in relation to current society or culture.

*We commit to a culture that supports curiosity, action and awareness in, about, and through the arts.*

**Equity:** Policy and practice that is fair and just. Our processes and systems are designed to insure that we distribute resources without bias.

*We commit to a level playing field for constituents to access the resources in our control and the systems we can influence.*

**Access:** We will create pathways that invite participation and communication and that provide opportunities for constituents from all populations.

*We commit to cultivating channels for engagement on all levels for all people.*

**Diversity:** A mosaic of individuals offering unique perspectives and experiences influenced by their ethnic, cultural, social, economic, and ability backgrounds. As Malcolm Forbes says, "Diversity: the art of thinking independently together."

*We commit to enhancing creativity through diversity.*

**Inclusion:** Active participation by constituents who represent and reflect the communities we are all a part of.

*We commit to building a community that is respectful and responsive to the diverse talents, skills and abilities of all people.*

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## PROGRAM OVERVIEW

The Connecticut Office of the Arts' **Supporting Arts grant program** provides unrestricted funding to help support an arts organization or a municipal arts department as it pursues its mission. This type of grant is flexible rather than for specific projects or programs and gives the grantee the ability to use the funds where they are most needed. We know that general operating support is among the most difficult funding to secure, and for this reason, the Connecticut Office of the Arts will remain committed to offering this financial resource.

## TIMELINE

*Dates are subject to change.*

<b>Deadline:</b>	<b>on or before 11:59 pm, June 27, 2018</b>
Application Review:	Summer 2018
Notification:	late September 2018 <i>(dependent on state budget)</i>
Funding Period:	October 1, 2018 – September 30, 2019 <i>(new for FY19)</i>
Final Report:	November 30, 2019

## ELIGIBLE APPLICANTS

An applicant must be either a **Connecticut Arts Organization** or a **Municipal Arts Department**.

### Connecticut Arts Organizations

A Connecticut Arts Organization is defined as a 501(c)(3) not-for-profit organization whose core mission, vision, focus and legal purpose, as stated in its Articles of Incorporation and/or bylaws, articulate a commitment to create, perform, present or promote artistic activities\* AND at least 51 percent of its annual fiscal expenditures is allocated specifically to support artistic activities, arts programming, services or arts-based initiatives.

Additional criteria required for an **Arts Organization** applying to the **Supporting Arts** grant program include:

- Be incorporated in Connecticut as a legal nonprofit entity for **at least three years** prior to the application date;
- Its primary place of business and operations **must be** in Connecticut;
- Have a current [Certificate of Good Standing](#) (aka Certificate of Legal Existence) from the Secretary of the State's Office (*new for FY19*);
- Have a total organizational budget of more than \$30,000 for each of the past three years (*new for FY19*).

\*Artistic activities shall include, but are not limited to, music, theater, dance, painting, sculpture, literature, films and allied arts and crafts.

### Municipal Arts Departments

For the purpose of the Supporting Arts grant program, the definition of a **Municipal Arts Department** is a Connecticut municipal government entity, such as a Commission on the Arts, Department of Cultural Affairs or other specifically designated arts office with the purpose to conduct and/or support artistic activities, arts programming, services or arts-based initiatives. Additional criteria required for a **Municipal Arts Department** applying to the Supporting Arts grant program include:

- Have a dedicated allocation in the municipal budget for arts and cultural activities, programming, services or arts-based initiatives; and
- Employ at least one (1) professional staff person dedicated to this office with the position funded at no less than 20 hours per week.

NOTE: First-time applicants must confirm eligibility before applying by contacting Rhonda F. Olisky at [rhonda.olisky@ct.gov](mailto:rhonda.olisky@ct.gov).

The following are **INELIGIBLE** to apply to the Supporting Arts grant program:

- Organizations that receive [Directed Local Funds](#) (aka Line Items)
- [Regional Service Organizations](#)
- Organizations that plan to apply or have applied to the following FY19 grant programs: Arts Learning: Connection/Correlation; Arts Learning: Integration; Regional Initiative (REGI); and/or the Project grant programs.

**Exception:** An applicant to the Supporting Arts grant program **may also apply** for an Arts Learning:

ACCESS grant, and if eligible, to the FY19 Connecticut Arts Endowment Fund (application due on December, 15, 2018)

## DUNS NUMBER REQUIREMENT *(new for FY19)*

All applicants must include their DUNS number when applying for a grant from the Connecticut Office of the Arts. The DUNS (Data Universal Numbering System) number is a unique nine-character identification number that is required on applications for any grant administered by COA that includes National Endowment for the Arts dollars. Obtaining your DUNS number is a free, straightforward process. For more information, [click here](#).

## FUNDING

Funding allocations are made according to organizational budget size.

**\$2,000 – Small:** Organizational budget over \$30,000 but below \$100,000

**\$5,000 – Mid-Sized A:** Organizational budget over \$100,000 but below \$500,000

**\$10,000 – Mid-Sized B:** Organizational budget over \$500,000 but below \$1.5 million

**\$12,500 – Large:** Organizational budget over \$1.5 million

**If the resulting awards exceed available funding, all awards will be proportionally adjusted to match available funds.**

## MATCH

*New for FY19:* All Supporting Arts grant awards require a minimum 100% cash match. Grantees are no longer allowed to use in-kind goods/services toward a match.

## REQUIRED FINANCIAL WORKSHEETS

Applicants are required to complete two financial worksheets using financial information from the organization's last three (3) completed fiscal years. These worksheets are to report the organization's budget for GENERAL OPERATIONS ONLY.

The two (2) required financial worksheets are:

1. **Community Impact Summary** – to report *expenses relating to operating activities only*.
2. **Financial Sustainability Income Summary** – to report *unrestricted cash income for operating activities only*.

*New for FY19:* Applicants must certify that the information reported in the financial worksheets is accurate and complete. These forms must be certified by an Authorized Official – specifically the Chief Financial Officer, the Treasurer of the organization's governing/advisory board or a Certified Public Accountant. A worksheet that is not signed/certified by an authorized official will not be accepted and the full application will be deemed ineligible.



## NARRATIVE *(New for FY19)*

Applicants are required to answer the following questions:

1. Provide your organization's mission statement and vision statement and describe the community served by your organization. ("Community" includes, but is not limited, your members, audience and visitors).
2. Describe how your organization and its artistic activities align with COA's mission, vision and READI framework.
3. List and briefly describe your organization's top three (3) strategic objectives for the funding period of the award (October 1, 2018 – September 30, 2019).
4. Identify the top three (3) challenges your organization currently faces and explain how you are addressing these challenges.
5. Briefly explain the circumstances if any of the following apply to your organization:
  - There have been changes in key staff and/or leadership in the last 12 months;
  - There have been changes to our facility/facilities in the last 12 months;
  - We have begun/will begin new programming/services/initiatives that represent more than 20% of our operating budget;
  - We have suspended/will suspend or completely eliminate programming/activities/services;
  - Events have occurred that might affect the future financial condition of our organization.
6. Management and Staff:
  - Indicate number of current full-time paid staff / part-time paid staff / volunteers.
  - List the individuals who serve in a **management position or who are empowered to make decisions on behalf of your organization**. Include name, title, brief overview of duties and indicate paid/unpaid and full-time/part-time/volunteer.
  - Which of the Federally Designated Race and Ethnic categories best represents the individuals who serve in a management position or have a leadership role: Native American or Alaskan Native; Asian; Hispanic or Latino; Black, Afro-Caribbean or African American; Multiracial/Two or More Races; Native Hawaiian or Pacific Islander; White; Other.
  - Are these individuals representative of the community served by your organization? ("Community" includes, but is not limited to, your members, audience and visitors).
7. Governing /Advisory Board:
  - Does your organization have an independent governing/advisory board (aka board of directors)? How often do they meet? Do the members of your governing/advisory board serve without compensation?
  - Indicate the minimum and maximum number of members as stated in your organization's Articles of Incorporation and/or By-laws. Indicate the current number of board members.
  - For each member: indicate first/last name; professional affiliation; age, and which of the Federally Designated Race and Ethnic categories best represents the member.
  - Are the members of your governing/advisory board representative of the community served by your organization? ("Community" includes, but is not limited to, your members, audience and visitors).

- How does management and the governing/advisory board work together? What is the board's role in strategic planning? In fund-raising? In financial oversight?

8. Artistic Excellence:

- Artistic Activities: List and briefly describe your organization's top three (3) artistic activities including programs, events, services, and if applicable, arts educational programs. For each activity, describe how it is relevant to your organization's mission and the community served by your organization. ("Community" includes, but is not limited to, your members, audience and visitors).
- Artistic Decision-making: How are artistic programming decisions made? Explain the criteria/process used when selecting featured artists, artistic work(s) and/or artistic activities.
- Provide up to three (3) links to samples of your organization's artistic activities/works(s).

9. Fiscal Reporting:

- Describe how your organization develops and monitors its operating budget.
- Explain the reason for any major increases or decreases (+ or – 20% or more) in Earned Income, Contributed Income, Other Income; or Operating Expenses as reported on the two (2) required financial worksheets.

10. Accessibility: Has your organization designated a staff person, board member or volunteer as the organization's Access Coordinator or "go-to" access person? If yes, provide their name and contact information. If not, indicate a contact person who can serve in this role in the interim.

11. Arts Education: Does your organization have an arts education manager, coordinator or programmer? If yes, provide their name and contact information.

## REVIEW PROCESS

*New for FY19:* Application to the Supporting Arts Program does not guarantee funding. In order to qualify for funding, an applicant must:

1. Demonstrate financial health and sustainability, evidenced by receiving outside sources of funding, not being overly dependent on any one source of income, not carrying an unreasonable accumulated debt; AND exhibit sound organizational and fiscal management **(30 points)**;
2. Provide programming, activities and/or services that support COA's mission and vision and are aligned with COA's READI Framework **(25 points)**;
3. Have an organizational structure, including management and members of the governing/advisory board, that supports COA's mission and vision and are aligned with COA's READI Framework **(25 points)**;
4. Have a clear and articulated vision for the implementation and success of the organization's strategic goals **(10 points)**; and
5. Understand organizational challenges and develop innovative solutions to address them **(10 points)**.



In addition, each application will be evaluated on the general merits of the application relative to others being considered. COA reserves the right to request further information and/or references from applicants as needed.

## HOW TO APPLY

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the on-line portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will not be accepted. Applicants must create an account, or if an account already exists then sign in using your email and password.

***If you are a returning user:*** Log in. Select “View My Submissions”. Scroll down and click “Create New Submission”. Select “**FY19: Supporting Arts**” from the drop-down menu. Enter name of grantee. Click “Get Started” and proceed with application.

***If you are a new user:*** Create account by clicking “Sign up”. Complete registration page. When on the registration page, be sure to select the category “**FY19: Supporting Arts**” from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter name of grantee. Click “Get Started” and proceed with application.

**Technical Support:** Contact FluidReview’s Tech Support Team at [support@fluidreview.com](mailto:support@fluidreview.com) for technical related questions. When emailing tech support, please copy and paste the page link to better assist tech support with locating the problem you are experiencing. Note: FluidReview support maintains a 24 hour response policy; therefore, plan accordingly and complete your application well in advance of the deadline

Application updates following the deadline will not be accepted; however, COA reserves the right to request further information and/or references from applicants as needed.

## ELIGIBLE AND INELIGIBLE EXPENSES

Supporting Arts in Place grants may be used for a wide-variety of operational and program functions such as:

- ✓ Staff Salaries
- ✓ Payments to contracted artistic, technical or administrative professionals
- ✓ Production, travel, telephone, shipping and postage costs
- ✓ Space rental; occupancy costs (maintenance, security, insurance, utilities, etc.)
- ✓ Printing, advertising and marketing costs
- ✓ Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- ✓ Travel and conference registration expenses for staff and/or volunteers to attend local, regional or national relevant industry conferences, workshops, retreats, clinics, etc.

### Ineligible Expenses

- ✗ Expenses incurred outside of the funding period
- ✗ Brick and mortar activities, facility construction or capital improvements
- ✗ Scholarship assistance for academic or non-academic programs
- ✗ Fundraising
- ✗ Political contributions

- ✖ Lobbying activities & fees
- ✖ Religious programming, activities or paraphernalia

## GRANTEE RESPONSIBILITIES

Review the [Grant Overview Guidelines](#) as all guidelines are strictly enforced. In addition, all grantees must comply with:

- [The Department of Economic & Community Development's Ethics Statement](#)
- Applicable state single audit requirements

Applicants should note that all information collected is considered public record.

## CONTACTS

Please note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Submit grant content related questions to [rhonda.olisky@ct.gov](mailto:rhonda.olisky@ct.gov)
- Submit technical related questions to [support@fluidreview.com](mailto:support@fluidreview.com)